

# *FBMC Introduces* **Toll-Free Fax for All Participants**

Fringe Benefits Management Company (FBMC) is pleased to announce a new toll-free fax line for participants to file reimbursement claims for Employee Reimbursement Account (ERA) Medical Expense and Dependent Care Reimbursement Accounts.

The new toll-free fax number for Wisconsin is **1-888-326-2658**.

Save time by faxing your ERA reimbursement requests to FBMC instead of mailing them.

Detailed information about submitting a reimbursement request can be found on the back of the ERA Reimbursement Request form and in your ERA enrollment booklet. Copies of these and other ERA forms and brochures may be found at [www.myFBMC.com](http://www.myFBMC.com) and at ETF's Web site at <http://etf.wi.gov/publications/era.htm>.

Tips for submitting your claim:

- Send all documents together in one fax transmission.
- Do not fax colored paper. If a receipt is on colored paper, make a legible copy on white paper and fax FBMC the copy.
- Circle the items for which you are requesting reimbursement, but do not highlight any items as the text will not be legible.
- If your fax machine generates a transmission confirmation, keep a copy for your records.
- Do not mail a copy of your reimbursement request to FBMC if you have faxed it.

To check the status of your claim, log on to [www.myFBMC.com](http://www.myFBMC.com), click on the Claims tab and then click on Claim Status. Allow two business days for your online account information to be updated with your faxed claims information. Your claim will appear as pending until the claim process is completed.

If you prefer not to fax your reimbursement request, you may mail it to:

Fringe Benefits Management Company  
TFA Claims Department  
P.O. Box 1800  
Tallahassee, FL 32302-1800

**FBMC**  
*proven benefit solutions*